

# RENTAL REGISTRY / PROPERTY MANAGER LICENSE ONLINE LOG IN & APPLICATION INSTRUCTIONS



Berke, Mark S.

TOWN OF AMHERST 5583 Main St Williamsville, NY 14221

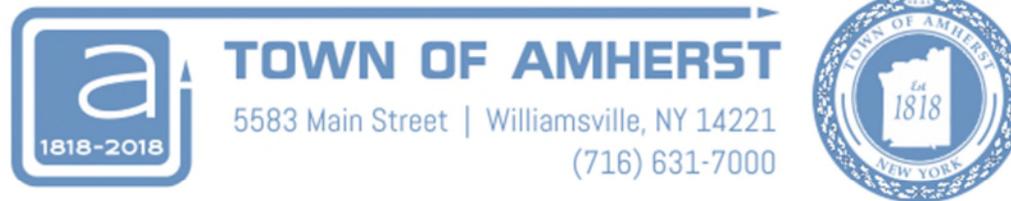
## STEP 1

[CLICK HERE FOR AMHERST BUILDING WEB PORTAL LOGIN PAGE](#)

For instructions on how to apply *ONLY* skip to Step 4.

- In order to submit online applications, individuals will need to create an account with a username and password.
- To do so, click on *Create New Account* - circled in **Red**.

[Login](#)



### Integrated Property System Web Portal



Lookup  
Parcel or Location



Go To Transaction

Email Address:

Password:

[Forgot Password?](#)

[Create New Account](#)

## STEP 2

The Create New Account link will take you to the page seen here.

Fill out the information and click on the *Create Account* button at the bottom of the page. Circled here in **Red**.

**Integrated Property System Web Portal**



Lookup  
Parcel or Location



Go To Transaction



Submit a Request



Submit an Application



Help

Email Address:  Email Address is not valid

Password must be at least 8 characters, contain a number and an upper case letter

Password:

Confirm Password:

Are you representing an organization?

No  
 Yes

Contact Last Name:  Required Field

Contact First Name:  Required Field

Address 1:  Required Field

Address 2:

City:  Required Field

State:  Required Field

Zip:  Required Field

Primary Phone:  ext.   Required Field

Secondary Phone:  ext.

Are you a professional contractor?

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Password must be at least 8 characters, contain a number and an upper case letter

Password:

Confirm Password:

Are you representing an organization?

No  
 Yes

Contact Last Name:  Required Field

Contact First Name:  Required Field

Address 1:  Required Field

Address 2:

City:  Required Field

State:  Required Field

Zip:  Required Field

Primary Phone:  ext.   Required Field

Secondary Phone:  ext.

Are you a professional contractor?

No  
 Yes

**Create Account**

## STEP 3

- After clicking the **Create Account** Button you will need to activate your account.
- An email will be sent to the email address used to create the account. Either use the activation key or click the link titled **IPS account activation** activate the account.

## Integrated Property System Web Portal

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Thank you for creating an account.

You should receive an email shortly at j.quinn421@gmail.com containing your activation key

If you do not receive it within a couple minutes please check your junk or spam mail folder.

To re-send an email, please click [here](#)

Activation Key:

Activate

OR

Click the following link to activate your [IPS account activation](#) Confidential and confidential. If you are not the intended recipient, you should not disseminate this communication to any individual(s).

## STEP 4

- Once the user account has been activated, you will be automatically signed in and brought to the page seen here.
- To submit an application first download the application for the Rental Unit Registry and/or the Property Manager License from the Building Department Page.
- Once the applications have been completed and saved to your computer, select the Parcel Search link seen here circled in **Red**.

James Quinn Account Settings Application History Logout

**TOWN OF AMHERST**  
5583 Main Street | Williamsville, NY 14221  
(716) 631-7000

**Integrated Property System Web Portal**

[Parcel Search](#)

**Application History** From: 7/23/2019 To: 8/23/2019 View

No transactions on record

To file a phone complaint, please call the Town of Amherst Building Department complaint line at (716) 631-7002. For general information, please call the Town of Amherst Building Department at (716) 631-7080.

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**bas**

1:48 PM  
8/23/2019

## STEP 5

- Selecting **Parcel Search** will bring you to the page seen here.
- On the left side bar on the page, select **Submit an Application** icon circled here in **Blue**.
- You will then be prompted to enter in the address you wish to register a rental unit or assign a property manager to.
- Enter the address and select the **Search Parcels** button circled here in **Red**.

*Note: Select "Amherst" as the city or leave set to "Any." Otherwise the address may not come up.*

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar contains five icons: a magnifying glass over a globe (Lookup Parcel or Location), a house with a checkmark (Go To Transaction), a document with a checkmark and a plus sign (Submit a Request), a clipboard with a checkmark and a plus sign (Submit an Application, circled in blue), and a question mark (Help). The main content area has two sections: 'Lookup by Address' and 'Lookup by Area'. The 'Lookup by Address' section has a heading, a description, and three radio buttons: 'By Address', 'By Owner/Business', and 'By SBL'. The 'By Address' option is selected. Below it are input fields for 'Street #' and 'Street', a dropdown menu for 'City' set to 'Any', and a 'Search Parcels' button circled in red. The 'Lookup by Area' section has a heading, a description, and a radio button for 'By Location' which is not selected. Below it is an input field and a 'Search Areas' button.

This screenshot shows the same 'Lookup by Address' page as the previous one, but with the address fields filled in. The 'By Address' radio button is selected. The 'Street #' field contains '5583' and the 'Street' field contains 'Main St'. The 'City' dropdown menu is set to 'Amherst'. The 'Search Parcels' button is visible at the bottom.

## STEP 6

- *If the property is not a building and is single family dwelling, you will not see this step and can skip to step 7.*
- After you enter the address and select Search Parcels, you may need to confirm the address by selecting the **Submit Application** link next to the corresponding address you wish to submit the application to circled here in **Red**.

### n Web Portal

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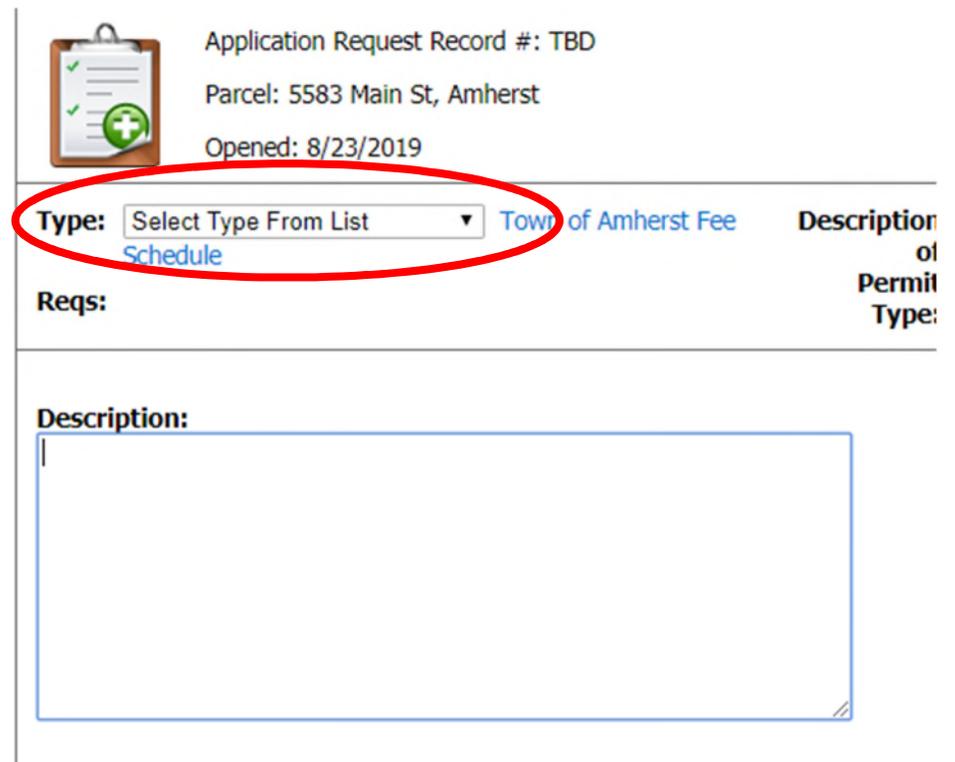
t Town Hall, Town of Amherst	<a href="#">Submit Application</a>
RUCK INSPECTIONS	<a href="#">Submit Application</a>

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## STEP 7

- Selecting the Submit Application link will take you to the Application Request page seen here.
- In the drop down menu next to **Type:** on the left side of the screen circled here in **Red**, select the type of application you are applying for and provide a brief description of your application request within the Description box for the subject property.
- Below is a list of the options that will be available to you. Be sure to consult with the Property Manager & Rental Unit Registration Division of the Building Department with any questions as to which application(s) you will be required to submit.

- Longterm - Owner Occupied
- Longterm – Non owner Occupied
- Prop Mngr (New)
- Prop Mngr (New-multi)
- Prop Mngr (Renew)
- Prop Mngr (Renew-multi)
- Short Term - Owner Occupied
- Short Term – Non owner Occupied



Application Request Record #: TBD  
Parcel: 5583 Main St, Amherst  
Opened: 8/23/2019

**Type:**  [Town of Amherst Fee Schedule](#) **Description of Permit Type:**

**Reqs:**

**Description:**

## STEP 8

- After you have selected the proper application type, you will need to select the most accurate relation you have to the parcel and the application. For example, if you are the owner, select owner.
- Once you have your application completed and saved to your computer, locate it by selecting the **Choose File** button circled here in **Red** and select the application on your computer.

In relation to this parcel,  
I am a(n):

Owner ▼

Valuation: (not required)

\$

Permit Receipt Method:

By Email ▼

Uploaded Attachments

(Choose up to 3 at a time)  
Max cumulative file size = 8 MB

• Upload any applicable attachments below

**Choose File** No file chosen

Remove

**Choose File** No file chosen

Remove

**Choose File** No file chosen

Remove

Add More Attachments

## STEP 9

- Once your completed application is attached, select the Submit button circled here in **Red**.
- After clicking submit, you will be directed to the page seen below. You can print a copy of your transaction by selecting the link titled ***Click here to view a printable copy*** circled below in **Blue**.

Submit  
Cancel

his parcel,

Owner ▼

required)

\$

### Integrated Property System Web Portal

Thank you for submitting an application. This does not mean you are permitted to start work. This starts the review and you will be contacted by the Building Department if your application has been accepted or rejected. The Building Department may accept your application but need more materials. For any questions, please call the Building Department at 716-631-7080

[Click here to view a printable copy](#)